

7 August 1952

REPORT FOR THE WEEK OF 4 - 8 AUGUST

STATINTL

To:

From:

1. Completed draft stage of YOUR PERSONNEL EVALUATION REPORT, an instructional guide in the use of the Personnel Evaluation Report. Have recommended that 10,000 copies be reproduced as a multilithed leaflet, and that 1,000 copies be mimeographed for immediate use in getting the training program for the Personnel Evaluation Report under way.
2. Began the first CIA Human Resources Program course in ORR, for the AD, his staff, and the division directors, on Wednesday. Individual conferences with members of the group on Thursday and Friday. Meetings 2, 3, and 4 next week.
3. Attended the first Presentations Program on I&SO.

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